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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 13, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by restoring a non-represented classification, by deleting a non-represented classification, by changing the titles of non-represented classifications, and by reclassifying positions in various County departments. It will also make minor revisions to various compensation provisions solely to reflect the recommended title changes.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to restore one (1) non-represented classification, to delete one (1) non-represented classification, to change the titles of four (4) non-represented classifications, to implement results of classification studies in various departments, and to amend various compensation provisions to reflect the recommended title changes.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

Restored Classification

In conjunction with a position reclassification (Attachment B), we are restoring the Graphic Arts Coordinator, Sheriff classification to supervise the Graphics Arts Unit engaged in the production of creative commercial and forensic graphic design in the Sheriff's Department. This classification is also responsible for performing difficult forensic artwork such as facial and skeletal reconstructions, crime scene diagrams, and composite drawings. This classification was originally deleted from the County Classification Plan in August 2000 since it had been vacant since 1982.

Deleted Class

We are recommending the deletion of one (1) obsolete and vacant non-represented classification (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications. The affected department has been informed of and has consented to the deletion.

Title Changes/Departmental Provisions

We are recommending minor title changes for four (4) Physician Assistant classes to reflect the titles currently in use by the profession (Attachment A). In addition, we are amending various compensation provisions to reflect these recommended title changes.

Reclassifications

Based upon individual position studies conducted at the request of four (4) departments, we recommend that four (4) positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the four (4) positions that will be reclassified is estimated to total \$55,041(all funds). Net County cost is estimated to be \$33,103. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

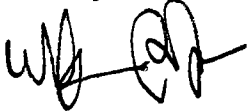
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', written over a horizontal line.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:WGL
VMH:KP:mst

Attachments (2)

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**RESTORATION OF NON-REPRESENTED CLASSIFICATION**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	7964	Graphic Arts Coordinator, Sheriff	NM 89A

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
4921	Clinical Geneticist, Medical Center

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	Recommended New Title
5047	Physician's Assistant	Physician Assistant
5048	Physician's Assistant, Emergency Care Trainee	Physician Assistant, Emergency Care Trainee
5049	Physician's Assistant, Hourly Per Diem	Physician Assistant, Hourly Per Diem
5051	Senior Physician's Assistant	Senior Physician Assistant

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Secretary III NM 79K Non-Represented	Management Secretary III NM 83K Non-Represented

The Senior Secretary III is assigned to the department's Supply Chain Organization and provides secretarial support for the Supply Chain Director, an existing Administrator, Contract Programs and Special Services (#4586A) (S14). The position was originally allocated at the level of Senior Secretary III when the Supply Chain Organization was assigned under the Finance Division. In that structure, the Administrator reported to the Associate Chief Financial Officer, Health Services (S15).

In FY 2009-10, the Supply Chain Organization was elevated in the department and reassigned under the Administrative Deputy, Health Services (UC) (R18). Since secretarial allocations throughout the County are based upon the level of manager to which they report, we recommend that the position be reclassified upward to Management Secretary III. This recognizes the new direct reporting relationship of the Administrator to the department's Administrative Deputy.

DEPARTMENT OF PARKS AND RECREATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Regional Park Superintendent II NM 92J Non-represented	Regional Park Superintendent III NM 98B Non-represented

The subject position is assigned to the Natural Areas Division, Regional Facilities Community Agency and reports to a Regional Operations Manager, Parks and Recreation. It oversees multiple Nature Center or Natural Area facilities countywide through eight subordinate supervisors. These facilities care for endangered species that are protected by state and federal regulations and live in captivity and native California environments.

The duties and responsibilities are consistent with the Regional Park Superintendent III, a class which is responsible for supervising the overall operation of a very large multiple-use park. The scope of this position is complex, based on the management of unique and multiple facilities. In contrast, positions allocated to Regional Park Superintendent II are responsible for managing a single facility. Therefore, we recommend upward reclassification to Regional Park Superintendent III.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Information Systems Supervisor I NM 99E Non-Represented	Information Technology Supervisor NM 104H Non-Represented

The subject position reports to the Information Technology Manager I and is assigned to the Information Technology Services/Technology Support Section. The position supervises staff comprised of network, information systems, and information technology (IT) support positions responsible for overseeing end-user and public access computing support. Duties also include assisting with the department's overall strategic and long range plans involving computer hardware, software applications, and data communications.

The assigned duties and responsibilities are consistent with the classification standards of the Information Technology Supervisor, which supervises the work of information systems professionals and support personnel responsible for providing a variety of difficult and responsible IT services. Therefore, we recommend upward reclassification of this position to Information Technology Supervisor.

SHERIFF'S DEPARTMENT – GENERAL SUPPORT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Graphic Arts Specialist NM 79G Represented	Graphic Arts Coordinator, Sheriff NM 89A Non-Represented (restored classification)

The subject position is assigned to the Sheriff's Executive Division, Graphic Arts Unit and reports to a Sergeant. The position oversees the daily operations of the Unit and supervises two (2) Graphic Arts Specialist positions developing professional law enforcement forensic graphic art, commercial artwork, and public instruction and informational materials. In addition to its supervisory duties, the position also performs the more advanced forensic artwork (i.e., facial reconstruction, age regression, and composites) and documents crime scenes using information obtained from detectives and witnesses.

By definition, positions allocated to Graphic Arts Specialist perform specialized graphic arts duties in a County department headed by an elected official. In contrast, the duties and responsibilities assigned to this position are more consistent with those which have historically been assigned to positions allocated to the now deleted classification of Graphic Arts Coordinator, Sheriff. This classification was originally established to coordinate the work of the Sheriff's Department Graphic Arts Unit and to perform advanced forensic artwork. As described earlier, we recommend that the Graphics Arts Coordinator, Sheriff be restored. We further recommend that the subject position be upward reclassified to this restored classification.

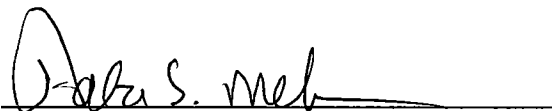
ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Restoring and establishing the salary for one (1) employee classification;
- Deleting one (1) non-represented classification;
- Changing the titles of four (4) non-represented classifications;
- Amending Sections 6.10.020 (Special Case Rates - Night service bonus rates), 6.10.120 (Special Case Rates - Standby pay), 6.28.050-25 (Notes to Section 6.28.050), and 6.78.350 (Department of Health Services - Additional information) to reflect classification title changes; and
- Adding, deleting and/or changing certain classifications and numbers of ordinance positions in the departments of Health Services, Parks and Recreation, Public Library, and Sheriff.

ANDREA SHERIDAN ORDIN
County Counsel

By:



HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

HSM:di

Requested: 2-17-10

Revised: 3-23-10

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies and to make minor revisions to compensation provisions to reflect title changes.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to restore the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>7964</u>	<u>GRAPHIC ARTS COORDINATOR, SHERIFF</u>	<u> </u> *	<u>NM</u> <u>89A</u>

SECTION 2. Section 6.10.020 (Special Case Rates – Night Service Bonus Rates) is hereby amended to read as follows:

6.10.020 Night service bonus rates.

. . .

E. In lieu of the bonus provided in subsection B above, effective October 1, 1992, any person employed as a ~~Physician's~~ Physician Assistant (Item No. 5047), ~~Sr. Physician's~~ Senior Physician Assistant, ~~Emergency Care~~ (Item No. 5051) or ~~Physician's~~ Physician Assistant, Emergency Room Care Trainee (Item No. 5048) shall be paid a bonus of \$1.00 for each hour worked during an evening shift and a bonus of \$1.25 for each hour worked during a night shift.

SECTION 3. Section 6.10.120 (Special Case Rates – Standby Pay) is hereby amended to read as follows:

6.10.120 Standby pay.

. . .

B. In lieu of the bonus provided for in subsection A of this section above, an hourly bonus in the amounts designated in this subsection B may be paid to any person designated herein whenever such person is assigned regularly scheduled periods of standby service at off-duty times, which assignments cause inconvenience and restrict normal activity during such off-duty times.

. . .

2. A \$1.00 per hour bonus not to exceed \$200.00 per month total for any person employed in a full-time position of ~~Physician's~~ Physician Assistant (Item No. 5047), ~~Sr. Physician's~~ Senior Physician Assistant, ~~Emergency Care~~ (Item No. 5051) or ~~Physician's~~ Physician Assistant, Emergency Care Trainee (Item No. 5048).

. . .

SECTION 4. Section 6.28.050 is hereby amended to delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
4924	CLINICAL GENETICIST, MEDICAL CENTER	01/01/2006		90E
		10/01/2006		91K
		07/01/2007	NN	91K
		01/01/2008	NN	92L
		07/01/2008	NM	92L
		01/01/2009	NM	94A

SECTION 5. Section 6.28.050 is hereby amended to change only the titles of the following classes:

ITEM NO.	TITLE
5047	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>
5048	PHYSICIAN'S ASST, EMERG CARE TRAINEE <u>PHYSICIAN ASST, EMERG CARE TRAINEE</u>
5049	PHYSICIAN'S ASST, HOURLY PER DIEM <u>PHYSICIAN ASST, HOURLY PER DIEM</u>
5051	SENIOR PHYSICIAN'S ASSISTANT <u>SENIOR PHYSICIAN ASSISTANT</u>

SECTION 6. Section 6.28.050-25 is hereby amended to read as follows:

6.28.050-25 Notes to Section 6.28.050

. . .

NOTE 8. Notwithstanding any other provision of this Title 6, persons employed in a position of ~~Physician's~~ Physician Assistant (Item No. 5047) who upon appointment have at least 24 but less than 36 months' technical experience shall be compensated at the second step of the salary range; persons so employed who upon appointment have at least 36 but less than 48 months' technical experience shall be compensated at the third step of the salary range; persons so employed who upon appointment have 48 or more months' technical experience shall be compensated at the fourth step of the salary range; other persons employed shall be compensated at the first step of the salary range. "Technical experience" shall mean any experience that

is at least equivalent to the duties and responsibilities of the class in which any person affected by this section is employed. The rate or rates established by this provision constitute a base rate.

. . .

SECTION 7. Section 6.78.010 (Department of Health Services - Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2109A	6	<u>7</u>	MANAGEMENT SECRETARY III
2102A	42	<u>11</u>	SENIOR SECRETARY III

SECTION 8. Section 6.78.055 (Department of Health Services – Coastal cluster) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5047A	7	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>

SECTION 9. Section 6.78.060 (Department of Health Services – LAC+USC

healthcare network) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5047A	71	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>
5051A	4	SENIOR PHYSICIAN'S ASSISTANT <u>SENIOR PHYSICIAN ASSISTANT</u>

SECTION 10. Section 6.78.065 (Department of Health Services – Rancho Los

Amigos) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5047A	7	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>

SECTION 11. Section 6.78.075 (Department of Health Services – Southwest

cluster) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5047A	14	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>
5047N	2	PHYSICIAN'S ASSISTANT <u>PHYSICIAN ASSISTANT</u>
5051A	1	SENIOR PHYSICIAN'S ASSISTANT <u>SENIOR PHYSICIAN ASSISTANT</u>

SECTION 12. Section 6.78.350 (Department of Health Services – Additional Information) is hereby amended to read as follows:

Section 6.78.350 Additional Information.

. . .

K. Any person employed in a full-time position of ~~Physician's~~ Physician Assistant (Item No. 5047) or Senior ~~Physician's~~ Physician Assistant (Item No. 5051) may, upon approval of his or her department head, be allowed the time necessary to be absent from work at regular pay, not to exceed 16 hours in a fiscal year, to attend continuing education classes which will increase his or her medical knowledge and skill.

. . .

SECTION 13. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8837A	5	<u>4</u>	REGIONAL PARK SUPERINTENDENT II
8838A	2	<u>3</u>	REGIONAL PARK SUPERINTENDENT III

SECTION 14. Section 6.106.010 (Public Library) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2598A</u>	1		<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

SECTION 15. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2595A	2 <u>1</u>	INFORMATION SYSTEMS SUPERVISOR I

SECTION 16. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>7964A</u>	<u>1</u>	<u>GRAPHIC ARTS COORDINATOR, SHERIFF</u>

SECTION 17. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7962A	3 <u>2</u>	GRAPHIC ARTS SPECIALIST

SECTION 18. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSAPR10KPCEO]